



Jet Propulsion Laboratory
California Institute of Technology

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September 3, 2004

Attention All Prospective Proposers:

Subject: Request For Proposal (RFP) No. KB-2664-585391

The RFP for Temporary Support Effort Personnel (TSEP) is now released. This RFP supercedes all previous versions, including the draft RFP.

This competitive solicitation will result in the award of multiple contracts to supply general purpose temporary support effort personnel to work under JPL supervision at JPL facilities in Pasadena, California, and other locations as applicable. This RFP supercedes any written or verbal information previously provided by JPL and is the only official document of this procurement.

JPL invites your organization to submit a proposal in conformance with the instructions contained in the RFP instructions. It is imperative that the instructions provided in the RFP regarding the information requested and the **format** in which it is to be provided be closely followed. Your adherence to these instructions will aid in JPL's evaluation of your proposal. Failure to do so could result in your proposal being considered non-responsive. **This procurement is 100% set-aside for Small Business.**

The contracts awarded as a result of this RFP will combine current technical and clerical support effort contracts and will be in effect for four (4) years with options that can extend the basic agreements for another five (5) years for a total potential of nine (9) years. These contracts will be used to obtain a large percentage, although not all, of the contractor support effort personnel to supplement JPL's workforce. It is anticipated that during this period of performance, the successful proposers may collectively provide 400 or more support effort personnel per year.

PROPOSERS ARE ADVISED THAT JPL HAS IDENTIFIED MANDATORY QUALIFICATION CRITERIA IN THE RFP GENERAL INSTRUCTIONS. THE MANDATORY QUALIFICATION CRITERIA ARE TO PROVIDE THE PROSPECTIVE PROPOSER WITH A BASIS FOR DETERMINING WHETHER OR NOT THEY MIGHT MEET THE MINIMUM REQUIREMENTS FOR CONSIDERATION OF AWARD. THE REQUIREMENTS FOR A PROPOSER ARE AS FOLLOWS:

Must have had at any one time, within the last 18 months prior to the issuance date of this RFP, a minimum of 50 bona fide employees employed in labor categories of similar nature to those required by JPL. Evidence shall include, but not be limited to, employee identification by name, title, date of employment, and current status.

Must provide financial qualification evidence, as indicated by having financial resources capable of making a payroll equivalent to \$2,000,000 for a period of 3 months. Evidence of financial resources shall include but not be limited to copies of banking statements, lines of credit, cash on hand or any such other method of proving financial sustainability.

Must be able to meet any of the following NAICS codes (541511; 541512; 541513; 541519) and must certify that the company is no larger than this size standard. This certification is subject to review by the Small Business Administration.

Failure to address any of the mandatory qualification criteria will render your proposal as non-responsive.

The contracts awarded as a result of this RFP will succeed the existing four contracts for technical support effort personnel that are scheduled to expire in December 2004. These new contracts will also succeed the existing two contracts for clerical support effort personnel that are scheduled to expire in October 2005. The total number of contracts to be awarded as a result of this RFP is not predetermined; however, it is planned that JPL will award a sufficient number of contracts that assures adequate coverage of JPL's support effort personnel requirements.

At this time, JPL plans to make contract award sometime in January 2005. A phase-in period is planned between the award of these contracts and the expiration of the existing contracts.

A Pre-proposal Conference will be held Wednesday, September 15, 2004, from 9:00 a.m. to 3:00 p.m.

The purpose of this conference is to review the contents of the RFP and respond to pre-submitted questions. The information presented at the Conference will be based on the assumption that attendees have read the attached material. If your organization elects to attend the Conference, please notify the undersigned by email no later than Friday, September 10, 2004. The conference will be held at the Embassy Suites, in Arcadia, CA. Due to space limitations, attendance is limited to four (4) representatives from each organization. Attendance limitations will be strictly enforced.

In order for questions regarding the RFP to be fully addressed during the Conference, they must be submitted via email to the undersigned no later than Friday, September 10, 2004, with cc to Alfred.G.Silliman@jpl.nasa.gov. Questions will be accepted at the Conference; however, JPL reserves the right to defer answering any questions received during the Conference. A copy of each question received in advance or during the Conference, along with JPL's official response, will be provided to all recipients of the RFP as soon as possible following the Conference on the above-referenced website. This website contains the RFP and a continually updated set of all questions and answers pertaining to the RFP.

JPL CANNOT accept proposals received at any time after the date and time indicated on the cover page of this RFP. It is JPL's policy to answer questions relating to the content of RFPs only when the questions have been submitted in writing (via email) and directed to the undersigned. This proposal shall be valid for at least 120 days.

The due date and time for receipt of proposals is no later than Friday, October 8, 2004, at 3:00 p.m. PDT. here at the Jet Propulsion Laboratory.

All questions and correspondence related to this procurement should be directed to the undersigned.

Sincerely,

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